

Employment Opportunity Finance Manager, Database

The Kalamazoo Community Foundation has an immediate need for a Finance Manager to serve as the primary staff member on technology projects that integrate relational databases. This individual will assist in the development and implementation of best practices for the management of our new non-profit software databases. The Finance Manager also performs accounting functions for the Community Foundation.

We are seeking candidates with:

- Demonstrated ability with database management and business process workflow
- Skilled in maintaining the overall integrity and quality of our donor, grant, financial and other relational databases and optimizing the databases across the organization
- Leadership skills to:
 - manage software vendor relationships
 - lead a cross functional technology team to address issues relating to the impact of changes, standardization of data entry and development of reports to meet the needs of the Community Foundation
- Ability to evaluate the need and provide staff technology training in response to changing roles, new staff, business process and database functionality
- An accounting background to be able to:
 - Perform fund accounting functions including reconciliation and audit
 - Process grant applications on Granted Edge
- Excellent customer service skills

Knowledge, Skills and Abilities:

- 3 to 5 years' experience in complex database management is preferred
- Solid understanding of database management including 2-4 years of experience designing, developing and generating reports from a relational database application. Database design, deployment and management experiences is highly desirable
- The ability to gain a working knowledge of Blackbaud systems (Financial Edge and Raisers Edge) and Granted Edge by Fusion Labs. Preference given to individuals with experience in these applications
- Bachelor's degree in Accounting or related field (or equivalent training and work experience)
- Ability to manage projects with a high degree of accuracy, attention to detail and the ability to thrive in a fast paced environment.

To apply or for more information, visit our website at: www.kalfound.org

We offer a competitive benefits package, team-oriented, performance excellence atmosphere, and opportunities to make life better for Kalamazoo County residents.

The Kalamazoo Community Foundation is an equal opportunity employer. We believe the strength of our organization depends on our commitment to value, respect and embrace diversity. We encourage applicants from all backgrounds.